

# Final Registration Guidelines for Probation Students

FALL 2024-2025

## Online Registration Guideline (By probation students themselves)

1. Students must login to AIUB Portal (<https://portal.aiub.edu>) to apply for final registration
2. Login into the VUES account → Click the **Go to Registration** button → Click **Apply here** → Your application will be on requested status.
3. You must wait for the **REPLY** in your portal from the Office of Probation within 24 hours.
4. Once you get the REPLY from the Office of Probation, follow the instructions accordingly.
5. If your request is approved, meet the advisors to confirm your final registration.
6. If your request is disapproved, follow the instructions from the Office of Probations.
7. Probation students cannot confirm their final registration by themselves. Their registration will be confirmed with the help of their department's below-mentioned advisors/coordinators.

**The following schedule and venues will be allocated for on campus Registration in the presence of Faculty Members (Advisors)**

Date: October 14 – 17, 2024	
Time: 10 AM – 4 PM	
Date	Student I.D. Number
Oct 14 (10 AM – 4 PM)	ALL up to 22-****-3
Oct 15 (10 AM – 4 PM)	23-****-1 to 23-****-3
Oct 16 (10 AM – 4 PM)	24-****-1 to 24-****-2
Oct 17 (10 AM – 4 PM)	<b>Free Slot</b>
<ul style="list-style-type: none"> <li>• <b>Every Probation student must apply for online registration.</b></li> <li>• The minimum due payment for registration must be completed within 3 (three) working days of the first day of classes in order to validate the registration.</li> </ul>	

Dept.	Name of the Advisor	Room	Email
EEE, CoE & IPE	Md Sajid Hossain	Room: DN0421	<a href="mailto:sajidh@aiub.edu">sajidh@aiub.edu</a>
Public Health	Dr. Iffat Tasnim Haque	Room: 41B14	<a href="mailto:iffat.tasnim@aiub.edu">iffat.tasnim@aiub.edu</a>
CS	Mr. Sharfuddin Mahmood	Room: DNGA12	<a href="mailto:smahmood@aiub.edu">smahmood@aiub.edu</a>
	Mr. Tohedul Islam	Room: DN0121	<a href="mailto:islamtohedul@aiub.edu">islamtohedul@aiub.edu</a>
	Mr. Md. Faruk Abdullah Al Sohan	Room: DN0127C	<a href="mailto:faruk.sohan@aiub.edu">faruk.sohan@aiub.edu</a>
BBA	Hamidul Islam [Hamid]	Room: 42C11	<a href="mailto:hamidul.islam@aiub.edu">hamidul.islam@aiub.edu</a>
	Quazi Nur Alam	Room:42C14	<a href="mailto:nur.alam@aiub.edu">nur.alam@aiub.edu</a>
MBA & EMBA	Dr. Partha Prasad Chowdhury	Room:42A09	<a href="mailto:partha.p@aiub.edu">partha.p@aiub.edu</a>
Economics	Dr. Faria Sultana	Room: 41C13	<a href="mailto:farias@aiub.edu">farias@aiub.edu</a>
MMC	Afroja Sultana	Room: 41A18	<a href="mailto:afroja.shoma@aiub.edu">afroja.shoma@aiub.edu</a>
English	M Hamidul Haque	Room: 41A003	<a href="mailto:hamidhaq@aiub.edu">hamidhaq@aiub.edu</a>
Law	Ferdousi Begum	Room: 41B07	<a href="mailto:ferdousi@aiub.edu">ferdousi@aiub.edu</a>

## Office of Probation

Registrar Building (Annex-8)

Email: [probation@aiub.edu](mailto:probation@aiub.edu) Hotline: 01844115008